Kendrick School

Vacancy Information Pack

Exam Invigilators













Lead, Inspire, Make a Difference

Dear Applicant



It is my great pleasure to welcome you to Kendrick School. Thank you for your interest in our Exam Invigilator vacancies.

Kendrick School is an 11 to 18 selective girls' school with academy status. With approximately 950 students on roll, it has a well-deserved local and national reputation for excellence.

Our vision at Kendrick is to be a centre of excellence where personal development is valued as highly as academic achievement. We are committed to providing a safe, exciting and inclusive environment where students can be themselves, develop self-confidence and discover their strengths. Kendrick is a place where every student feels a sense of belonging and can grow into a successful young adult while continuing to enjoy the opportunities and experiences of childhood.

We are proud to play an active role within the Reading community and beyond. Through initiatives such as the Widening Horizons Project, which engages students from local primary schools, we strive to make selective education more accessible to girls from all backgrounds.

At Kendrick, students and staff work together with confidence, curiosity and ambition. We challenge one another to think creatively, embrace innovation and pursue excellence in all that we do. We aim to be a school where everyone can lead, inspire and make a positive difference to the lives of girls and young women.

In its most recent Ofsted inspection, Kendrick School was judged to be Outstanding. Inspectors noted that: "Pupils and sixth-formers are justly proud of their school community. They delight in their learning and truly excel here. One parent spoke for many when reflecting, 'The school does a great job of creating well-rounded, kind, human beings who will hopefully go on to make the world a better place. The academic results are important, of course, but far from the only focus.' Inspectors totally agree."

School life at Kendrick is busy and purposeful. Students work hard in lessons and take maximum benefit from every hour that they are taught. Staff value the engagement and motivation of students, as well as unwavering support of parents and carers. As a result, Kendrick is a rewarding place both to learn and to work.

Outside of lessons there is a very full programme of extra and super curricular opportunities including many clubs and societies, trips, challenges and competitions. Music, art, drama and sports all thrive in lessons as well as clubs and the House System gives students the chance to participate in events and competitions with students from other forms and year groups. It is a source of great joy to me how much the older students interact with and encourage the younger students at Kendrick. Kendrick Student Leaders exemplify this spirit through the creative and inclusive initiatives they lead.

As part of Kendrick's community work, I am particularly proud of the Widening Horizons project that engages students from primary schools and the local area. In July 2024 and again in July 2025, we were awarded the Sutton Trust Fair School Admissions Award (Gold). This recognition reflects our commitment to fair and accessible admissions, and we are immensely proud of this achievement.

Whatever your connection with Kendrick School, I hope your experience is a positive one and that you see the same joy of learning, sense of purpose and spirit of community that I experience every day. Kendrick is truly a very special place to learn, work and grow.

Mr Nicholas Simmonds
Headteacher

THE KENDRICK PLEDGE

We, the students, staff and friends of Kendrick School, pledge to uphold the values of friendship, kindness and respect. We promise to stand against prejudice, ignorance and injustice in all its forms, promoting the values of equality, tolerance and justice for all.

WHY WORK AT KENDRICK SCHOOL?

Kendrick School is a welcoming, inclusive and happy community. The Ofsted report November 2022 stated "The Kendrick Pledge emphasises friendship, kindness, respect, equality, tolerance and justice, and these values underpin all that the school achieves. Pupils flourish in this exceptionally caring and inclusive learning environment. Secure, trusting relationships between staff and pupils ensure pupils feel very well supported and safe here. In turn, pupils' excellent behaviour and impeccable manners make Kendrick a very special place to be."

We can offer you:

- Friendly, welcoming and supportive colleagues.
- Highly motivated and engaged students.
- Access to a 24/7 Employee Assistance Programme.
- Training and development.
- Local Government Pension Scheme membership.
- Free onsite parking.
- Access to our swimming pool.
- Air-conditioned classrooms in many parts of the school
- Some flexible PPA periods which can be taken off-site
- Centralised resources for all KS3 and KS4 schemes of works but teachers have autonomy to adapt these

THE ROLE

We are currently recruiting Exam Invigilators for the 2026/2027 exam season, including mock exams in January/February.

Casual Contract - £13.48 per hour

Kendrick School is looking to appoint Exam Invigilators to join our friendly team in the running of all public and internal examinations at the school throughout the academic year.

This is a casual contract and working hours will be negotiated for each exam period.

The post would be suited to applicants who are highly organised, vigilant, reliable and with excellent attention to detail. In addition, you should be able to remain calm under pressure and be flexible to be called in at short notice. Duties include supervising students taking public and internal examinations, supervising clash candidates between exam sittings, preparing exam rooms, distributing and collecting exam papers in accordance with the JCQ regulations.

The successful candidates will enthusiastic, reliable and passionate about helping young people. Full training will be provided.

Information on the role and an application form can be found on our website.

If you have any queries about the role, please contact Mr Andrew Chapman by emailing achapman@kendrick.reading.sch.uk.

Closing date for applications: 8am 4th December 2026

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

Kendrick School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure & Barring Service. Kendrick School is an Equal Opportunity employer.

KENDRICK SCHOOL – EXAM INVIGILATORS

Reports to:	Exams Officer
Salary:	£13.48 per hour
Employment Status:	**Casual contract**
Hours of Work	Morning sessions commence at 8am Afternoon sessions commence at 12.30pm End timings vary depending on the length of the specific exam

Person Specification

An enhanced DBS clearance is an essential requirement.

Full training will be given to the right candidate with potential to extend their ability and knowledge and to ensure health and safety standards are met.

	Selection Criteria		Evidence
	Essential	**Desirable**	
Education and Qualifications	• Educated to at least GCSE Grade C standard or equivalent in English and Mathematics • 5 GCSE grades A-C/ NVQ2 equivalent in a relevant discipline	• First aid certificate	Application Form
Experience	• No previous experience needed	• Exam invigilation experience	Application Form Interview References
Skills and Abilities	• Highly organised • Vigilant • Reliable • Attention to detail	• Knowledge of JCQ regulations • Flexibility to be called in at short notice	Application Form Interview References

	• Ability to stay calm under pressure		
Personal Qualities	• Able to follow direction from Line Manager • Ability to show initiative and work with minimum supervision • Able to work flexibly to support others and respond to unplanned situations • Able to appropriately deal with confidential information • Efficient and meticulous in organisation • Commitment to the highest standards of safeguarding • Recognition of the importance of personal responsibility for Health & Safety • Commitment to the school's ethos, aims and its whole community		Application Form Interview References

SAFEGUARDING AT KENDRICK SCHOOL

At Kendrick we believe that every student has, at all times and in all situations, a right to feel safe and protected from any situation or practice that results in a student being physically or psychologically damaged. As a consequence:

- We accept that all staff are an integral part of the student safeguarding process
- We accept totally that safeguarding students is an appropriate responsibility for all staff and the Governing body and wholly compatible with pedagogic responsibilities
- We recognise that safeguarding children in this school is a responsibility for all staff including volunteers and the governing body
- Will ensure that all staff in the school are aware of the possibility that a student is at risk of suffering harm, and know how to report concerns or suspicions
- Will designate a senior member of staff, the Headteacher, who is responsible for coordinating action within the school and liaising with other agencies
- Will safeguard the welfare of children whilst in the school and take positive measures to address bullying
- Will share our concerns with others who need to know and assist in any referral process
- All staff are given training every two years and refresher training every year
- New staff receive training within one month of joining Kendrick

SAFER RECRUITMENT POLICY

The Headteacher and Trustees of Kendrick School are aware of their responsibility for appointing appropriate teaching and support staff, ensuring that all staff have the health and qualifications for the post and are proper and fit persons to be in charge of children and young people.

Kendrick School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To assist in this, the school follows a formal recruitment procedure for the employment of all staff and adheres to the guidelines outlined in our **Safeguarding and Child Protection Policy** and **Keeping Children Safe in Education (September 2026)**

Introduction

The Safer Recruitment statement sets out the minimum requirements of the recruitment process that aims to:

- Attract the best possible applicants to vacancies;
- Deter prospective applicants who are unsuitable for work with children, young people, and vulnerable adults;
- Identify and reject applicants who are unsuitable for work with children, young people and vulnerable adults.

At least one interview panel member has completed the statutory Safer Recruitment Training.

Advertising Roles and Inviting Applications

- All recruitment advertisements will include the statement: *Kendrick School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure & Barring Service. Kendrick School is an Equal Opportunity employer.*
- Prospective applicants will be supplied, as a minimum, with the following on our website:
    - An application pack which includes:
        - A job description;
        - A safer recruitment statement;
        - Information on how to complete the application form and how to apply.
    - Application Form - all prospective applicants must complete, in full, an application form accounting for any gaps in their education or employment history. We will not accept CVs as a method of application.

Shortlisting and References

- Short-listing of candidates will be against the Job Description and Person Specification for the post.
- The application form will be scrutinised for any safeguarding concerns, and if these exist, will be raised with the applicant at interview.
- Where requested and where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.
- References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.
- All referees will be contacted by telephone in order to clarify any anomalies or discrepancies and to verify the identity of the referee. A detailed written note will be kept of such exchanges.
- Referees will always be asked specific questions regarding:
    - The candidate's suitability for working with children, young people, and vulnerable adults;
    - Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children, young people, and vulnerable adults;
    - The candidate's suitability for this post.
- Applicants who are invited to interview must provide a signed Declaration of Convictions form before attending the interview. They will be required to sign a hard copy on arrival at the school.
- We reserve the right to carry out an online search as part of our due diligence obligations on shortlisted candidates and candidates will be provided the opportunity to address any issues of concerns that may come up during the search at interview.
- An online search is carried out by an external company as part of our due diligence obligations on shortlisted candidates and candidates will be provided the opportunity to address any issues of concerns that may come up during the search at interview.

The Selection Process

- Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require, as a minimum, an interview of short-listed candidates.
- Interviews will always be face-to-face.
- The selection process will involve:

    - A formal interview with the Headteacher and Head of Department or line manager. A trustee will be part of interviews for Head of Department roles and above
    - A departmental interview
    - A lesson observation or task
    - A student panel, supervised by a member of staff
    - A safeguarding interview with the Deputy Safeguarding Lead or a Deputy Designated Safeguarding Lead where candidates will be required to:
        - Demonstrate their capacity to safeguard and protect the welfare of children, young people, and vulnerable adults.
        - Declare any information that is likely to appear on a DBS;
        - Explain satisfactorily any anomalies or discrepancies in the information available to the panel;
        - Explain satisfactorily any gaps in employment;
- Kendrick School will always:
    - Confirm the outcome of the interview to the applicant within one week
    - Give feedback on the interview if requested by the applicant

Employment Checks

All offers of appointment will be conditional until satisfactory completion of the mandatory pre-employment checks. As a minimum Kendrick School will undertake the following:

- Verify a candidate's identity. it is important to be sure that the person is who they claim to be, this includes being aware of the potential for individuals changing their name.
- Obtain (via the applicant) an enhanced DBS check (including children's barred list information, for those who will be engaging in regulated activity with children).
- Verify the candidate's mental and physical fitness to carry out their work responsibilities
- Verify the person's right to work in the UK, including EU nationals.
- If the person has lived or worked outside the UK, make any further checks as appropriate
- Verify professional qualifications, as appropriate.

Induction

All staff joining Kendrick School will be required to:

- Complete the online NSPCC Child Protection training within two weeks of joining the school
- Receive specific Kendrick School safeguarding training with the DSL
- Sign a declaration to confirm they have read and understood the following policies and documents:
    - Keeping Children Safe in Education (KCSIE)
    - Kendrick School Safeguarding and Child Protection policy
    - Confidentiality policy
    - Whistleblowing policy
    - Code of Conduct policy
    - Health and Safety policy
    - Internet and E-Safety policy

HOW TO APPLY

- Please complete the application form which you can download from our website using the guidance notes below. **CVs will not be accepted as a method of application.**
- Send the completed form to recruitment@kendrick.reading.sch.uk by the closing date.
- Receipt of application will be acknowledged by email.
- We will only contact you again if you are shortlisted for interview.
- Shortlisted candidates will be sent a Disclosure of Convictions Form to complete which must be returned completed at least one day before the interview.

GUIDANCE NOTES ON COMPLETING THE APPLICATION FORM

(Only the sections marked with an asterisk (*) will have guidance notes below)

Personal Details

Please enter your personal details fully so we may contact you about your application.

Right to work in the UK: In accordance with the Asylum and Immigration Act 1996, the successful applicant will be required to provide documentary evidence of legal entitlement to live and work in the United Kingdom.

Teacher reference number (if applicable): This should be completed as it will be used to verify Qualified Teacher Status and ensure you are not barred from teaching or subject to an interim prohibition order. If you are a ECT we recognise that you may not have received your teacher reference number at the time of application.

References

Please give the names and addresses, both postal (and e-mail if available) of two referees. If you have been or are employed, the first referee should be your current or most recent employer. The second referee should be a different organisation from the first referee. If this employment has been within a school, this will be your head teacher. If you do not name your current/most recent head teacher as a referee, please expect to be questioned about the reason for this prior to interview. If you have ever worked with children, in a paid or voluntary capacity, a reference will be obtained from the person or organisation that employed you.

Early Careers Teachers (ECTs) (if applicable): ECTs should name a college principal as their first referee and an appropriate representative at the school where they undertook their final or most recent teaching practice as their second referee. Please be aware that if you are currently or have previously worked with children, on either a paid or voluntary basis, the employer will be asked if there are any disciplinary offences relating to children, including any in which the penalty is 'time expired'. They will also be asked if they have any child protection concerns and the outcome of any enquiries or disciplinary procedures.

Internal Applicants: Internal applicants should provide the name of one or two referees as stated in the advertisement. One of the referees should be your line manager. However, the Headteacher or Deputy Headteacher cannot be named as a referee.

If you have been unemployed for some time, you should instead, name somebody who knows you well and wherever possible someone able to comment on you in relation to the job for which you have applied. References will not be accepted from relatives or from people writing solely in the capacity of friends.

In line with government guidance for Safer Recruitment written references will be required for all shortlisted candidates in order that any relevant issues can be taken up at interview. Previous employers may also be approached to verify particular relevant experience or qualifications prior to interview.

Education/Qualifications/Training

Please complete this section as fully as possible and continue on a separate sheet is more space is required. We will require evidence of your higher and/or relevant qualification and may check your qualifications with the relevant awarding body.

Previous Employment/Activity

Please list all previous employment and activity, excluding education and training. Start with your most recent employment, if different from that stated in the previous section, and list chronologically backwards. Please include all employment, unpaid work, voluntary work and periods away from work such as raising a family. **It is vital that you ensure all dates are provided and no gaps in activity are left unaccounted for.**

Skills, Abilities, Knowledge and Experience

Pick out those aspects of your experience or skills that are relevant to this post. Explain how your experience, abilities, skills and knowledge match those required for the vacancy as set out in the person specification. Remember to consider experience in previous employment and relevant experience from voluntary/leisure/college activities. Other information should include relevant information particularly related the school e.g. the curriculum on offer, ethos of the school, etc. Give clear examples where you can in support of your application.

Disclosure of a Criminal Record (to be completed if you are shortlisted for interview)

IMPORTANT

A check as to the existence and content of any relevant criminal record will be requested from the Disclosure and Barring Service (DBS) after a person has been selected for appointment. Refusal to agree to a check being made could disqualify you from being considered for the appointment.

Under the Rehabilitation of Offenders Act 1974, you have the right not to disclose details of "spent" convictions. However, for certain jobs, employers are allowed to ask about these offences. The Rehabilitation of Offenders Act 1974 (Exception Amendment) Order 1986 sets out details of all jobs to which this applies and the job you have applied for is included in the list.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found in the accompanying Guidance Notes.

Please give details of any relevant criminal convictions that you may have. The disclosure of a criminal record may not necessarily prevent you from being appointed. The nature of the offence, how long ago it took place, your age at the time and any other relevant factors may be considered when a decision is made. Please note that some convictions are never considered "spent" under the terms of the Act.

Obtaining police checks for period lived outside the UK

If you have **lived outside the United Kingdom (UK) for a period of more than 12 months or more in the past 10 years, while aged 18 or over** you will be required to provide a satisfactory police check from that country(s) to cover that period.

If you are ineligible for a police check in the country you lived in outside the United Kingdom (for example because you were under the age required for police checks in that country, or because you are not a national of that country), or if you are unable to obtain a police check from an overseas country for other reasons, we may accept references from previous places of study or employment in that country. If this applies to you, please contact us for further guidance.

Further information regarding obtaining a police check from other countries is available via the Gov.uk website for guidance on criminal record checks for oversees applicants.

Please bear in mind that some overseas countries will charge for a police check. Information for the different countries and fees involved can be found at the above link.

Filtering of Cautions and Convictions

This section provides guidance on the convictions which do not need to be declared on your application form. Please read carefully before answering this question. Further information is available from: www.gov.uk/government/organisations/disclosure-and-barring-service

The filtering rules (which remove certain old and minor convictions and cautions, reprimands and warnings from a Data and Barring Service (DBS) Certificate were developed by the Home Office and the Ministry of Justice and introduced with new legislation:

The legislation is:

- Police Act 1997 (Criminal Record Certificates: Relevant Matters) (Amendment) (England and Wales) Order 2013;
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

The Filtering Rules

The rules regarding the automatic disclosure of cautions and convictions on a DBS certificate are set out in legislation.

Standard and Enhanced DBS certificates must always include the following records no matter when they were received:

- All convictions for specified offences
- Adult cautions for specified offences
- All convictions that resulted in a custodial sentence

Other records must be included depending on when the caution or conviction was received:

- Any adult caution for a non-specified offence received within the last 6 years
- Any adult conviction for a non-specified offence received within the last 11 years
- Any youth conviction for a non-specified offence received within the last 5 and a half years

An 'adult' is any individual aged 18 or above at the time of the caution or conviction. A 'youth' is any individual aged under 18 at the time of the caution or conviction.

A 'specified offence' is one which is on the list of specified offences agreed by Parliament which will always be disclosed on a Standard or Enhanced DBS certificate where it resulted in a conviction or an adult caution. Youth cautions for specified offences will not be automatically disclosed.

Any cautions (including reprimands and warnings) and convictions not covered by the rules above are 'protected' and will not appear on a DBS certificate automatically.

Cautions, reprimands and warnings received when an individual was under 18 will not appear on a Standard or Enhanced certificate automatically.

Please note that Enhanced certificates may include information relating to a protected caution or conviction if the police consider that it is relevant to the workforce that the individual intends to work in. Decisions to include information in this way are subject to statutory guidance.